

<b>AOP 1: STATE RECORDS CENTER FILES</b>	Page 1 of 2
<b>Division of Forensic Science</b>  <b>Administrative Operating Procedures</b>	Amendment Designator:
	Effective Date: August 1, 2002
<p style="text-align: center;"><b>AOP 1: STATE RECORDS CENTER FILES</b></p> <p><b>1.1 BACKGROUND</b></p> <p>The Library of Virginia issued the Specific Schedule No. 140-01, as approved by the Division of Forensic Science (DFS), on January 26, 2001. The schedule specifies that DFS case files will be retained in the laboratory file rooms for five years and then transferred to the State Records Center (SRC) for 25 years, for a total retention of 30 years.</p> <p>It is essential that case files stored at the SRC be maintained accurately and easily retrievable. The following guidelines are designed to assure the safety and accessibility of the files.</p> <p><b>1.2 MAINTENANCE OF STATE RECORDS CENTER CASE FILES</b></p> <p>1.2.1 SRC files shall be retrieved and distributed only by the Forensic Laboratory Business Manager or other authorized person, whom requestors may contact via telephone, e-mail, or in person.</p> <p>1.2.2 Responsibility of the Forensic Laboratory Business Manager or other authorized person:</p> <p>1.2.2.1 When a request to check out a file is received, the following steps shall be taken:</p> <p>1.2.2.1.1 Determine at which lab(s) the requested case examination(s) was done.</p> <p>1.2.2.1.2 Use DFS finding aids to determine the SRC location code(s) and complete a Records Center Retrieval Request (Form RM-18 Nov 99) form(s). Mail or fax the form(s) to the mailing address or fax number at the top of the Form RM-18.</p> <p>1.2.2.1.3 When the requested file is delivered to DFS the Forensic Laboratory Business Manager will distribute the file as follows:</p> <p>1.2.2.1.3.1 See Central Laboratory's OP #3.</p> <p>1.2.2.1.3.2 <u>Regional Labs</u>: Make an entry in the sign-out log, showing the FS Lab #, the requestor's name, and the date. Initial and date the sign-out log to indicate the date the file is sent on the lock box, or other requested mode for delivery. Place the packet in a blue interagency envelope addressed to the requestor.</p> <p>1.2.2.2 A request for case files received from outside the agency, will be handled in accordance with &amp;13.12 of the Quality Manual.</p> <p>1.2.2.3 Assure that new additional case file documentation (e.g., amended or supplemental report[s]) is marked with the proper SRC information for inclusion in the correct case file.</p> <p>1.2.3 Each regional lab will designate a person(s) to:</p> <ul style="list-style-type: none"> <li>• Coordinate all the lab's requests for SRC files, to include any deadline that applies. Under normal circumstances the SRC provides 24-hour turnaround on requests.</li> <li>• Respond to periodic tracking requests (&amp; 1.3).</li> <li>• Return entire file when the file is no longer required.</li> </ul> <p><b>1.3 PROCEDURES FOR TRACKING CASE FILES</b></p> <p>1.3.1 The Forensic Laboratory Business Manager or her designee shall periodically distribute a list of files that are checked out of the SRC and not returned for more than 90 days. This list will be distributed on a quarterly basis, in</p>	

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<p>January, April, July and October. The person who checked the file out, or the regional lab's responsible person, shall respond by giving the current status of the file (e.g., case continued, additional examinations in progress, etc.), initialing and dating the form, and returning it to the Forensic Laboratory Business Manager.</p> <p>◆ End</p>	